

**641—29.5(105) General requirements for application for licensure.** The following criteria shall apply to application for licensure.

**29.5(1) On-line or paper application.**

*a.* An applicant shall complete a board-approved application either on-line or on a paper application according to instructions contained in the application.

*b.* Applications should be completed on-line since paper applications will incur an additional processing fee. However, paper applications are available to download at <http://www.idph.state.ia.us/eh/plumbing.asp> or to request from the board office by writing to: Plumbing and Mechanical Systems Examining Board, Iowa Department of Public Health, 312 E. 12th Street, 5th Floor, Des Moines, Iowa 50319-0075, or by calling 1-866-280-1521.

**29.5(2) Fees.** In order to be processed, each application must be accompanied by the appropriate fees as determined by the board. All fees are nonrefundable.

*a.* On-line application fees shall be paid by credit card only.

*b.* A paper application shall be accompanied by the appropriate fees payable by check or money order to the Iowa Plumbing and Mechanical Systems Examining Board.

**29.5(3)** If the applicant is notified that the application is incomplete, the applicant must contact the board office within 90 days. The board may be contacted at: Plumbing and Mechanical Systems Examining Board, Iowa Department of Public Health, 312 E. 12th Street, 5th Floor, Des Moines, Iowa 50319, or by calling 1-866-280-1521.

**29.5(4)** No application will be considered by the board without the appropriate verifiable documentation. An applicant must submit the following verifiable documentation:

*a.* A passing score for a discipline-appropriate examination provided by the testing vendor under contract with the board, when testing is required for a license.

*b.* Verification that the applicant has met the minimum requirements as defined in 641—29.4(105) and the established employment experience criteria for each type of license.

**29.5(5)** Complete applications shall be filed with the plumbing and mechanical systems examining board. Incomplete applications shall be considered invalid and after 90 days shall be destroyed.